

[? Help](#)**Job details**

Job 1 of 1

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**General Information** The Probation Department, Human Resources Division, Employment Services Section is seeking well-qualified and highly motivated candidates to fill the position of Payroll Clerk II in the Payroll Unit, who will be responsible in processing the payroll of a 24 hour, 7 day a week operation.

**Requirements** Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Payroll Clerk II** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variances only) for the last two (2) years to:

Shanda Wallace  
 Probation Department  
 9150 E. Imperial Highway  
 Downey, CA 90242  
 Phone: (562) 658-0305  
 Fax: (562) 658-4757

Please fax documents to (562) 658-4757, **attention Shanda Wallace by Friday, July 13, 2012**. Please include your name, position title, and bulletin number on all faxed documents.

**All materials submitted will be reviewed and only the most qualified candidates will be invited for an interview.**

Successful candidates must complete a background review which includes a review of their official personnel folder and reference checks.

**Desirable Qualifications**

- Timekeeping experience, including reviewing and recording CWTAPPS, TIMEI, and/or her payroll documents or time records.
- Extensive knowledge of the Los Angeles County Code, Payroll Manual, Interpretative Manual, Memorandums of Understanding (MOUs), County, and Departmental payroll policies and procedures.
- Ability to manage multiple priorities under strict deadlines.
- Ability to work independently and as a team player.
- Use discretion and sensitivity on confidential information.

- Excellent customer service skills.
- Excellent oral and written communication skills.
- Excellent computer skills, including experience and knowledge of MS Word and Excel.

**Duties**

- Researches, interprets, and applies provisions from the Los Angeles County Code, Payroll Manual, Interpretative Manual Memorandums of Understanding (MOUs), County, and Departmental payroll policies and procedures.
- Resolves payroll problems and explaining payroll policies and procedures to employees and supervisors.
- Acts as a liaison between Probation Department, Auditor-Controller, Department of Human Resources, and the county's third party administrator on payroll matters.
- Interacts both verbally and in writing with employees, supervisors, managers, public, and staff from other county departments.
- Analyzes various reports generated by eHR and CWTAPPS, and makes necessary corrections when required.
- Calculates an employee's monthly salary and leave benefits for employees on a leave of absence, for employees requesting emergency earned salary advances, and restorations.
- Calculates unused leave benefits for employees who separate from county service.
- Trains new employees in the work section.
- May validate Daily and Weekly Time Cards and source documents for accuracy and completion and data entry into the CWTAPPS, TIMEI, and eHR.
- Prepares special reports using CWTAPPS, TIMEI, and her data.

**Vacancy Information**

This transfer opportunity is located in the Human Resources Division of the Probation Department Headquarters at 9150 E. Imperial Highway, Downey, California 90242.

**\*THIS IS NOT A CIVIL SERVICES EXAMINATION.**

**Available Shift**

Day

**Contact Name**

Shanda Wallace

**Contact Phone**

(562) 658-0305

**Contact Email**

Shanda.Wallace@probation.lacounty.gov

**Job Field**

Human Resources

**Job Type**

Administrative Support

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